

SECTION 3 – BID FORMAT/BASIS FOR AWARD

3.1 BID FORMAT

3.1.1 The Bidder must submit a transmittal letter on the bidder's stationery. The sole purpose of the transmittal letter is to transmit the bid. It should be brief and signed by an individual who is authorized to commit the bidder to the services stated in this IFB. Submit the transmittal letter with the following documents to the Issuing Office prior to the submission deadline:

- Completed Bid/Proposal Affidavit with Resident Agent (IFB Attachment B)
- Bid Sheets (separate IFB Attachment E) signed by authorized personnel.
- Copies of Insurance Certificates (Section 2.7)

Bids must be submitted in a sealed envelope that clearly indicates it contains a bid.